

**POSITION SUMMARY:**

This position provides fiscal, administrative, and program support for the Department. This position devotes significant time to payment activities, purchasing functions, auditing of travel expense reports, and report preparation in the Division of Management Services, Bureau of Finance (e.g., purchases, invoices, accounts receivable, etc.). Financial work requires the use of many different funding sources including GPR, SEG, FED, and PR accounting strings.

The position has significant latitude in making financial-related decisions. Daily, it is presented with a wide variety of issues under often atypical circumstances that require independent judgment and research and the need to make choices among several alternative solutions. This position requires a high degree of professionalism, accountability, confidentiality, efficiency, independence and accuracy with a substantial knowledge of the laws, rules and procedures regulating State financial practices. Work is performed under the general supervision of the Financial Program Supervisor in the Bureau of Finance.

**GOALS AND WORKER ACTIVITIES:**

**40% Goal A:   Administer and coordinate payment activities, purchasing functions, auditing of travel expense reports, and report preparation.**

- A1. Work with agency contract specialist to assist in preparation of purchase requisitions according to state guidelines and issue purchase orders utilizing PeopleSoft.
- A2. Audit, code, and process for payment invoices using the PeopleSoft, the state's accounting and procurement system. Verify payment is made to correct vendor, goods and services have been received, and the charge is coded to the correct funding source.
- A3. Ensure payments have necessary staff approvals before processing for payment.
- A4. Assure invoices are paid within 30-days, as required by the prompt payment law and respond to vendor inquiries on payment status. If invoices are not paid within 30 days, investigate when goods or services were received, when the invoice was received and calculate the interest due to the vendor before processing payment to vendor.
- A5. Verify vendor orders/invoices against purchase orders. Evaluate necessity and cost of items bringing unusual or costly requests to the attention of the Financial Supervisor for follow-up.
- A6. Research and monitor purchases of goods or services and prepare blanket purchase orders prior to established deadlines each fiscal year. Also, track payments during the fiscal year and adjust blanket purchase orders balances as needed.
- A7. Manage numeric files for completed purchasing and payment transactions each fiscal year.
- A8. Mail vendor checks with required documentation.
- A9. Investigate claims of lost checks, prepare proper forms to reissue or obtain copies of checks.
- A10. Correspond with various agencies, vendors and Department staff on the status of purchases, payments and other financial issues.

- A11. Reconcile purchasing card receipts and documentation with purchases made for purchasing card transactions on a bi-weekly basis for Department staff. Review expenses claimed and work with Department staff to reconcile discrepancies.

**40%    Goal B:    Provision of Division in-State and out-of-State travel services for claim processing and activities reporting involving varied and complex accounting strings and grant accounts.**

- B1. Prepare and coordinate travel advances, monitor the ledger of outstanding advances and coordinate their reimbursement in a timely manner.
- B2. Obtain and verify appropriate documentation and ensure approvals have been obtained for out-of-state travel before processing travel reimbursement.
- B3. Audit all travel claims to ensure compliance with the compensation plan and Uniform Travel Schedule Amounts (TSAs). Calculate and authenticate out-of-state and high-cost cities claims and verify approvals.
- B4. Receive and post-audit travel expense vouchers for the Department according to state policy and procedures, apply approval in PeopleSoft. Account and adjust to complex and varied fund accounts.
- B5. Follow-up with staff and/or supervisors when more information is needed or travel claim is not in accordance with TSAs.

**10%    Goal C:    Assist in the daily maintenance of the Department's operating budget.**

- C1. Establish Expense Budget, Revenue Budget and Fed-Aid Master transactions in the state's accounting system for account maintenance.
- C2. Enter adjusting financial entries into the state accounting system (i.e. Payment Vouchers and Journal Voucher transactions).
- C3. Provide information to Department staff on financial system accounts to use on charge-backs, fleet, supplies and purchases.

**5%    Goal D:    Provision of support services for accounts receivable activities.**

- D1. Audit, code, and process in state accounting system, revenue deposits for program revenue accounts. Identify and process payments received through Department lockbox.
- D2. Assist in daily lockbox processing as assigned.
- D3. Prepare and send billing invoices for programs. Maintain copies of documentation for work completed to support invoiced amounts.
- D4. Analyze past due accounts and make recommendations for further action to be taken on past due accounts.
- D5. Research, verify, and code refund of expenditures and revenue to appropriate funding sources.

**5%    Goal E:    Performance of additional financial tasks for the work unit.**

- E1. Design and implement tables, forms, spreadsheets and analytical reports as directed.
- E2. Attend and actively participate in Bureau of Finance staff meetings.
- E3. Provide back-up services for other staff in the Bureau of Finance, including phones, mail sorting, processing transactions, etc.
- E4. Perform other duties as assigned.

**KNOWLEDGE, SKILLS, and ABILITIES REQUIRED:**

- 1. Considerable ability to effectively communicate orally and in writing.
- 2. Knowledge of purchase orders, invoices and related transactions (e.g., accounts receivables).
- 3. Knowledge of State and agency travel programs and standards including Travel Schedule Amounts (TSA), travel contracts and contract guidelines.
- 4. Knowledge and/or experience in generally accepted accounting principles.
- 5. Knowledge of pre-auditing and auditing techniques.
- 6. Ability to use electronic financial systems. Working knowledge of the state's accounting system, PeopleSoft.
- 7. Effective organizational skills.
- 8. Strong knowledge of MS Office Suite (e.g. Microsoft Word, Excel, PowerPoint) and SharePoint.
- 9. Working knowledge of state purchasing guidelines and procedures.
- 10. Knowledge of basic accounting, auditing, and bookkeeping methods.
- 11. Knowledge of diverse funding sources including Program Revenue (PR), Segregated Funds (SEG), Federal Funds (FED) and General Program Revenue (GPR).